

Sample Format (3/19/02-shw)

Area of Research	Instrumental Questions		Description of Data to be obtained
	#	Type of Question	
Area One: Deals with the scope	1, 2, 3, 4, 5, 6, 8, 9, 11, 10	Closed-end, Multiple choice Open-ended	Data will cover demographic information on person
Area Two: Deals with the cause	7, 12, 13, 19 14, 15,	Closed-end, Multiple choice Open-ended	Data will provide insight on what are the issues, concerns, and conflicts
Area Three: Deals With the cause Intervention	16, 19, 20 17, 18, 21	Closed-end, Multiple choice Open-ended	Data will give some Collective opinions on Possible solutions or Resolutions for problem intervention

Figure 3: Implementation Work Plan for Needs Assessment

Activities or Steps Taken	Who is responsible	Start Date	Completed Date	Required Resources	Constraints anticipated obstacles	Proposed correction measures for anticipated obstacles
1. Develop Problem statement	Shirley	3/19	3/22	Consult other teammates	Right wording And time	Rewrite and resubmit to Shirley for consolidation–
2. Develop questions on scope cause and intervention concept to be used to gather data	Shirley Richard Versha Alicia Bill	3/19	3/22	Each council has input to questions in the survey	Understanding Of how to approach communities	Revise as needed – resubmit questions within agreed upon timeframe
3. Study Needs Assessment - USDA Methodology	Alicia	3/20-	On-going	Talk with Jeff	Understand Concepts Contents	USDA tool is ready to use for this survey
Description/.Purpose Data Chart Draft Consolidated	TJ	3/18	3/26	Information by team	More needed information	First draft sent out by e-mail and then team review
4. Develop surveys for Target population -	Contract	??	6/15	Consult (3-5) experts so that survey is inclusive	Knowledge of process	Selection of the right group for this project
5. Submit survey budget for approval	DAC	??	??	Check notes	More team clarification	Design all elements so that DAC will approval
6. Completed Needs Assessment/survey Proposal submitted	Program Manager Team	3/19	3/30	Work done as separate councils	Putting together one document	Work closely and communication individual input desires
7. Get surveys completed by FS	TJ	3/18	3/26	Forest Service	Availability	
8. Customer Satisfaction Results	Shirley	3/18	3/26	Internet, OHRM	Availability	Keep calling and trying to get
9. External Surveys	Richard Versha	3/18	3/26	EPA	Availability	
10. Process of USDA Pay Slip submission	Versha	3/18	3/16	USDA contact	Locating them	Have additional names
11. Focus Group Validity Pre-Test Process asked of previous survey team	Bill	3/18	3/26	Same survey people	Who remembers	Use available contacts